



## **INSTRUCTORS PLEASE READ**

July 1, 2010



### **Here is the deal with SFT ID Cards**

The purpose of issuing each student with a new SFT ID number is to provide State Fire Training students the option to utilize their State Fire Training Identification (SFT ID) number instead of their Social Security number on any CFSTES or FSTEP class.

#### **THE INSTRUCTOR NEEDS TO REMIND STUDENTS OF THE FOLLOWING:**

- If students currently do not have a SFT ID they will be required to provide their full Social Security number until a SFT ID can be issued.
- If the student chooses not to provide either their full Social Security Number or SFT ID we will be unable to process their score sheet.
  - For CFSTES courses this means they will not receive a score letter or course completion certificate.
  - For FSTEP classes, there will be no computerized record of their attendance on file with the State Fire Training office.

The SFT ID is being issued as State Fire Training processes CFSTES & FSTEP courses. Students receive a mailed letter with two copies of the SFT ID number once their class is processed by State Fire Training.

#### **-PLEASE ADVISE THE STUDENTS -**

It is important that the students also understand that when they provide their Social Security Number that this information is used strictly for scoring their exam and maintaining their training records. State Fire Training doesn't share student personal information with any other source.

Instructors will continue to respect student privacy by taking precautionary measures to protect confidential information by collecting forms individually and storing them in a sealed envelope in a secure location until returned to State Fire Training. If anyone is concerned with mishandling of personal information please contact Mary Wilshire, Manager of Certification and Registration via phone 916-327-2129 or email at [mary.wilshire@fire.ca.gov](mailto:mary.wilshire@fire.ca.gov). State Fire Training appreciates your cooperation and understanding. Any questions please contact us.